myTNT – Helpful tips

Papers cannot be printed (PopUp Blocker)

- Solution a) the so-called PopUp Blocker in your browser for the myTNT portal.

- Solution b) Deactivate printing of the papers in the so-called PopUp window by going to Main Menü > Administration > My Settings > Page 1/3 [NEXT] > Page 2/3 [NEXT] > Page 3/3 Print Details, Activate «Print without PopUp window» > [EXIT].

Confirmation mail for collection

- Solution: To receive a confirmation for each collection request, go to Main Menu > Administration > My Settings > Page 1/3 [NEXT] > Page 2/3 [NEXT] > Page 3/3 Collection Confirmation and activate «Always receive a collection confirmation e-mail» and enter your E-Mail address [END].

myTNT – Requirements

- Internet connection

- Browser:
  - PC: Internet Explorer 6+ and Firefox 2.x+
  - MAC: Safari 3.x / Firefox 2.x+

- Laser printer

myTNT – Benefits

myTNT provides you easily and quickly with the following benefits:

- Online solution (no installation required, can be used immediately)

- Secure environment using Secure Socket Layer (SSL), 128 bit encryption

- Consignment documentation can be easily created

- Consignment data can be managed (up to 90 days in the past)

- Consignment documentation can be sent by e-mail

- Extended consignment tracking (based on customer number, date etc.)

- Charges and transit times can be requested

- Deliveries can be organised

- Address Book (max. 2000 addresses / import possible)

- Return consignments possible

- Automatic consignment confirmation sent by e-mail to recipient

- Automatic collection confirmation sent to the recipient by e-mail

- Image of signature by delivery (POD = proof of delivery)

myTNT – Support

E-mail support:	**cit.ch@tnt.com**
Internet:	**www.tntswisspost.com**
Telephone support:	**062 837 03 00**

Monday – Friday 08:00 - 11:45 und 13:00 - 17:30 hrs

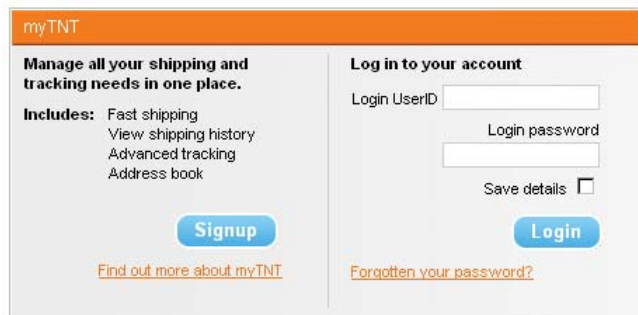# myTNT
Quick Guide

myTNT – Registration

1. Go to **www.tntswisspost.com**.

2. Haven't registered yet? Click **[REGISTRIEREN].**

3. Please complete the form:

User name	E-mail address
Password	8 – 20 characters
Re-enter Password	[Password]
Password tip	8 – 20 characters (not the same as the password)
TNT Customer Number	With or without zeros
Address book and shipping manager	Activated by default, the address and shipping data can be viewed by all registered users.

4. Send the form.

5. TNT Swiss Post will examine the registration within an hour and activate your account. You will quickly receive a confirmation mail containing the access data needed.

myTNT – Getting started

After logging in for the first time an access page appears that will not normally be needed again.

Therefore, click «Don't show this page again» [NEXT], to go straight to the main menu.

Manage shipments

- Create shipment: Create your shipment incl. shipping papers
- Shipment manager Manage your shipments (Print, Edit, Delete and Track)
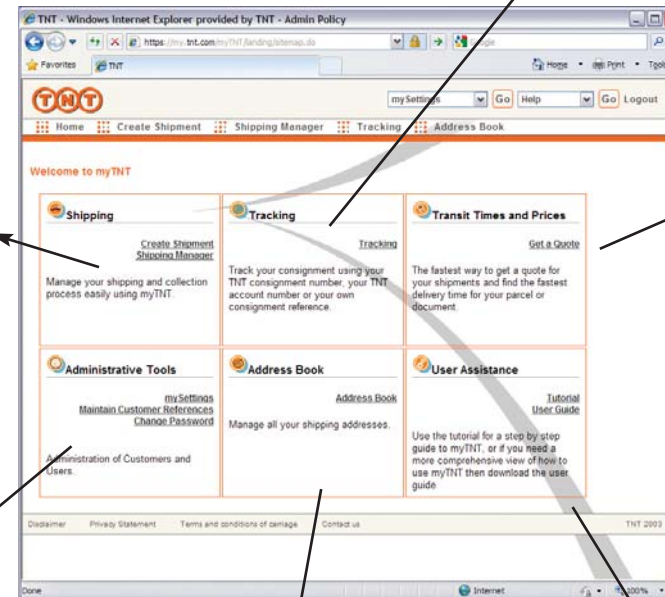

Administration

- My Settings: You can use the settings to specify different default parameters. This greatly simplifies setting up and using myTNT.
- Sender references: Edit your sender references here.
- Change password: Change your password here.

Shipment tracking

Track your shipments (based on waybill number, date or customer number).

Prices and transit times

Here you can calculate the charges and transit time for a shipment.

Address book

Manage your addresses here (Add, Edit, Delete, Find).

User support

Here you can access a multi-page user manual in PDF format.